6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.

The administrative functions of the institution are carried out by the Head of the Institution through a series of committees and clubs. The head of the institution organizes meeting before the commencement of the academic period. Various committees and clubs are formed through discussion and voluntary acceptance of the faculty based on their potential, teaching experience, interest, communicative style and specialization. The plan of action is prepared after thorough discussion. Powers are delegated to these different bodies for

the smooth functioning of the academic activities with the Principal having a supervisory role. The Principal frequently have meetings to ensure that the responsibilities are done by each committee and club. The College Staff Council, College Union and the Parent Teacher Association assist the Head of the institution in the academic activities. Every month staff meeting is conducted where analysis, evaluation and new plans are discussed and proper decisions are taken. The decisions are informed to Bursar at the meetings conducted between the Principal and the bursar and will be conveyed to the management who

ensures that the responsibilities are properly defined and communicated to the staff through official communications.

The list of various committees/ cells functioning in the institution is attached as document for clarification. The various committee’s functions are Anti-Ragging, Planning Forum, Grievance Redressal, Women Cell, Sexual Harassment Prevention (mandatory by Government stipulations). Along with this, other committees function to look after liaison with apex bodies such as UGC, NCTE, RUSA, NAAC, AISHE etc. Besides

These, the day to day administration, scholastic and co-scholastic programmes, etc are carried out through different clubs such as Creative Club, Health Club, Yoga etc.

The general frame work of Executive Committee of each club is as below:

General Convener: The Principal

Coordinator: A Teaching Faculty

Office Assistance: An Office Staff

President: A Student Representative

Secretary: A Student Representative

Members: One from each Classes- B.Ed.

Committee meets periodically on grounds of requirement to discuss, plan and share ideas. The Principal constantly interact with the functional unit of all the committees. The recommendation of these committees are placed and get approved by the staff council for implementation in due course.